



DEPARTMENT OF PERSONNEL

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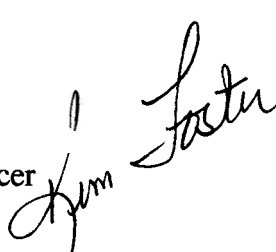
MEMO PERD #44/03

December 16, 2003

TO: Training Administrators & Instructors
Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Kim Foster, Administrative Services Officer
Department of Personnel

SUBJECT On-line Training Registration System (Employee Development Module)



I am pleased to announce the future implementation of the new on-line training registration system otherwise known as the Employee Development module. This module is part of the Nevada Employee Action and Timekeeping System (NEATS), which includes a timekeeping and personnel module. These two modules have been successfully piloted in four agencies and we plan to proceed with further agency rollout commencing January 1, 2004.

The Employee Development module is designed to allow employees on-line capabilities to view statewide course offerings, register for state training classes, complete course evaluations, and view and print class transcripts. Additionally, State agencies that provide their own training programs can enter their course curriculums and class offerings into the system and obtain the above referenced capabilities with their programs. Another exciting capability is that historical training records that are maintained by the agencies or the employees can be entered into the system. This will provide a complete tracking of an employee's training record throughout their career with the State. Employee transcript information can only be entered or altered by the Agency Training Administrator, not by the employee.

Due to the design of this module a gradual rollout implementation is not feasible. All users will need to convert from the old system to the new system at one time. There will be three

levels of implementation to obtain full operation of the system. The three levels are as follows:

Phase I

Beginning February 01, 2004, employees will be able to gain access to the system to register for Department of Personnel Training Classes that are scheduled to occur on or after March 01, 2004. Additionally, agencies having their own training programs can begin entering their Department's course curriculums and class offerings to prepare for on-line registration commencing on a date of their choosing.

During the month of February 2004, users will have access to both the old and new system. Registration for classes occurring in January and February 2004 must be completed in the old system and registration for classes occurring on or after March 2004 must be completed in the new system. To assist in reducing confusion, the Department of Personnel's website will have links to each system with notes to the users designating the appropriate link to be accessed for their particular registration need.

Phase II

Beginning March 01, 2004, the current web-based training registration system developed by Department of Information Technology as an interim solution, will be discontinued. Agency Training Administrators and/or Instructors will have full utilization of the new system's capabilities such as finalizing classes completed where the initial registration occurred in the new system.

Phase III

As other NEATS modules (timekeeping and personnel) are rolled out to each agency, the last phase of the Employee Development module will be made available for agency use. This phase includes the addition of further electronic approvals on student training requests by individual supervisors.

In Phase I of the system implementation, agencies can opt for no approvals or can implement up to three approvals at Training Supervisor or Agency Training Administrator level. If the "agency approval option" is chosen, the system automatically sends notification to the Training Supervisor and Agency Training Administrator when registration occurs. When an agency chooses the "agency approval options", student registration will not occur until the electronic approvals have been applied. System user roles will be described in greater detail later in this memo.

Now that you have a general understanding of the system implementation process, the next topic is three notable process changes that must occur due to new system capabilities. These are as follows:

Certificates for Class Completion

The new system provides students access to view and print class transcripts when they require proof of class completion. For this reason, State Personnel Training will no longer issue class certificates. However, the capability to create certificates is available to the agencies through the mail merge feature in the new system if special circumstances dictate a need.

On-line Course Evaluations

Currently, at the end of each course, students are required to complete a hardcopy course evaluation form. The new system provides on-line completion of these forms. As this information is entered into the system it will be interfaced to the Human Resources Data Warehouse (HRDW) where reporting can be obtained by instructors and training managers to evaluate the performance of their training programs. Information interfaced to the HRDW will be available the next working day after entry in NEATS.

Completion of the course evaluation form is linked to the student transcript. The student must complete the on-line evaluation in order to obtain a class transcript showing that the class has been completed. If the student completes the class and does not complete the evaluation, the class transcript will show "pending evaluation" versus class completion. It is important for instructors to make all students aware of this fact.

We realize there are employees that do not have access to a computer to complete on-line evaluations. It is our plan to provide computer access in each of our training centers where students can complete the evaluation at the end of class. If this alternative is not feasible, a paper evaluation will have to be used. This form will then be keyed into the system by the employee's agency Training Administrator (Instructors or Training Supervisors do not have access to this feature). The latter option is not as efficient and any assistance agencies can provide us in setting up workstations in various locations to offer computer access to employees for this purpose would be appreciated.

Decentralization of Student Registration

The design of the old system allowed agencies the option of centralizing or decentralizing student registration. With the centralized option departments/agencies assign a single position the responsibility of keying all training registrations into the system for that specific department/agency. This option is not practical for several reasons. All students must have access to the system to complete their on-line course evaluations. Additionally, allowing students to view course/class offerings on-line and complete their registration all at the same time will create efficiencies and timesavings. However, we are aware that there are other issues that concern agency personnel regarding decentralization.

It is our understanding that the centralized option was selected because agency approvals were required at various levels of the student registration process or students did not have access to computers. To remedy these issues we have put in place the choice to require Training Supervisor approvals, which was discussed earlier. This will still allow a level of centralization for agencies to approve or deny a training request. For those agencies that use a centralized process due to several levels of approval, a hardcopy document can still be required with its final destination being the Training Supervisor for final approval and entry into NEATS. This process can be discontinued when the agency implements Phase III (see above). For those employees who do not have access to on-line registration, enrollment can be completed through the Training Administrator or through agency established workstations.

Finally, the last major topic for discussion is the roles, responsibilities and requirements of system users including system-training information. This information provides agency management with the details needed to assign these responsibilities to the appropriate individuals and schedule additional training if needed.

There are four user rolls for the system, which are described below. Included are the requirements to obtain access to the system followed by a table showing the system functionality available to each type of user.

System User Roles and Responsibilities

Training Administrator – this user possesses the broadest range of system functionality for this module and is restricted to individual agency access.

Training Supervisor – The agency must choose the approvals options to use this role. This role is designed to allow agencies the training request approval option while choosing to decentralize this module.

Note: Agencies can assign a single individual to both the Training Administrator and Training Supervisor role.

Instructor – this user is the individual who presents the class and has limited access pertaining to the class.

Student – this user is the individual who will be attending the class and has access only to his/her enrollment and training history.

System Functionality for Each User Role

Training Administrator	Training Supervisor	Instructor	Student
Create courses and classes	Approve on-line class enrollment requests	Edit class details	View course descriptions and class information
Enroll & drop students from classes	View student transcripts	Edit and print class rosters	Enroll & drop classes
Enter employee evaluations on behalf of the student		Evaluate students (attended/not attended, pass/fail, or score)	View and print transcripts
Enter student transcript data		Enroll students that show up for class without registering	Complete class evaluations (anonymously)
Approve on-line class enrollment requests			

System Training Information

The Department of Personnel has previously notified Agency Training Representatives about the implementation of the Employee Development Module and the presentation of system-training classes, which are currently being conducted. With the knowledge Agency Training Representatives receive from this training and the information contained in this memo, decisions can be made to assign individuals to their respective user roles. We will need to assign the security roles for you, therefore we are asking that you complete the attached confidentiality agreement form for every agency training supervisor and training administrator. Employees who will only be "students" do not need to complete an agreement. These forms MUST be returned by January 19, 2004.

We are scheduling additional training for any Training Administrators, Training Supervisors or Instructors who may have missed the initial classes. These classes will be offered on January 14, 2004 in Carson City and January 22, 2004 in Las Vegas. Please contact Cynthia Martinez at 684-5325 to enroll for one of these classes. No formal training will be provided by the Department of Personnel for Student users. Their role is relatively easy and training can be accomplished through a short written procedure, which agencies can obtain and reproduce from the IFS-HR website at ifs.state.nv.us. At this same website under "forms" an on-line service request form can be obtained to communicate with our IFS staff regarding data you would like to see interfaced to the HRDW for reporting. We will be reviewing these requests as we determine what will be in the next HRDW release.

We are excited about the new functionality that is being offered in the Employee Development module and plan for a successful implementation. This system will provide agencies with a means to streamline processes and more efficiently perform their duties. We are here to

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support and guide users through the process. Should you have any questions regarding the information contained in this memo, please contact the following personnel:

IFS-HR Help Desk at (775) 684-8696, for questions regarding system access and entry issues.

Cynthia Martinez (cmartinez@ifs.state.nv.us) (775) 684-5325, for information regarding Employee Development System training and registration.

Ron Flowers (rflowers@dop.state.nv.us) at (775) 687-3160, for employees in the North who have questions regarding the information and procedures contained in this memo.

Leslie Wright (lwright@dop.state.nv.us) at (702) 486-2924, for employees in the South who have questions regarding the information and procedures contained in this memo.

JG:sq

Attachment

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JG:sq

Attachment

bcc:	Carol Thomas	Kim Foster	Mary Ellen Komac	Greg Febbo
	Phil Hauck	Theresa Conner	Reta Hanks	Lenora Kizer
	Mary Day	John Hastings	Peter Long	Gladys Clark
	Dave Badger	Penny Lewsader		Lindley Steere
		Cynthia Baumann		
		Ron Flowers		
		Leslie Wright		

☐ NEW☐ UPDATE

State of Nevada -Confidentiality Agreement for Access to the Nevada Employee Action and Timekeeping System (NEATS) for users with role assignments

SECTION 1 EMPLOYEE INFORMATION

This agreement is between (employee) _____ and his/her Appointing Authority listed below.

Employee Name:

Position Title:

Last

First

MI

Internal ID number:

Identifier (i.e., mother's maiden name):

Clue for Identifier:

Dept. & Agency Name:

Work Address:

Work Phone: ()

Ext:

Fax: ()

E-Mail Address:

Agency (three digit):

Home Org. (B/A):

Position#:

SECTION 2 ROLE IN NEATS? See Attached Descriptions. (Check all that apply)

- ☐ Timekeeper ☐ Training Supervisor ☐ Training Administrator ☐ Personnel Rep ☐ User Admin
☐ Pay Clerk ☐ Supervisor ☐ Overtime Supervisor ☐ Acting Supervisor ☐ Acting Overtime Supervisor

(See NEATS Rollout information for detailed definitions).

SECTION 3 ACCESS FOR: (Agency/Home Org(s)):

Agency	Home Org	Agency	Home Org	Agency	Home Org	Agency	Home Org	Agency	Home Org

SECTION 4 COMPUTER SYSTEM INFORMATION (must be completed)*

Browser and version (example: Explorer 5.5, Netscape 6.0) _____

*Must have at least Explorer 5.5 or Netscape 6.0 to access NEATS.

SECTION 5 AGREEMENT

By signing this agreement, the employee agrees to the following:

1. I have read, understand and will comply with all applicable rules, regulations, and statutes pertinent to the personnel/payroll data, including but not limited to, NAC 284.714 through, and including, 284.726 and any future revisions.
2. In the event that a more restrictive law, regulation or rule applies to confidential records, the more restrictive law, regulation or rule will apply.
3. I will not share access with any individuals not authorized by the Department of Personnel.
4. I will direct any questions regarding the use to the authorized representative in the Department of Personnel.
5. This agreement applies to the person named above only while occupying the position listed above.
6. Violations of this agreement will result in the immediate termination of this agreement and may also result in disciplinary action.
7. I promise to preserve the secrecy of my password and the security of the Integrated Financial Systems. I will never allow any person to use my sign-on and password to process documents.

Employee Signature:

Date:

Appointing Authority (Print Name):

Appointing Authority Signature:

Date:

SECTION 6 - For IFS-HR use only:

Profile Assigned:

Date:

Entered in NEATS By:

Date:

Notified Agency By:

Date:

Who Was Notified:

Date: